

DRAFT

Commission for Statewide Contracts to
Support Employment for Individuals with Disabilities
Division for the Visually Impaired
1901 N. DuPont Highway
Biggs Bldg. Conference Room
New Castle, DE 19720
Meeting Minutes
August 20, 2019

Members Present: Doyle Dobbins, Vice Chair; Cindy Farmer, member; Dean Stotler, Director, Government Support Services (GSS); Jamie Johnstone, Department of Finance; Cynthia Fairwell, Department of Labor, Vocational Rehabilitation (DOL/VR) and Thomas Cook, Ability Network of Delaware (A.N.D./Ex-Officio).

Members Present by Phone: Clint Walker, Chair

Members Absent: Carvella Jackson, member, and Elisha Jenkins, Director, Division for the Visually Impaired (DVI/Ex-Officio).

Others Present: Michele Hamilton, DVI; Jill Morrison, DVI; Mickey Kelley, A.N.D.; and Natalia Magruder, A.N.D

Others Present by Phone: Julie (Jo) Donoghue, Deputy Attorney General, DAG/Counsel

A quorum was determined and the meeting was called to order at 2:00 PM.

Approval of Minutes:

Dean Stotler moved to accept the June 18, 2019 meeting minutes; Doyle Dobbins seconded. Motion carried.

Old Business: None

New Business:

Ability Network of Delaware's Janitorial Service Proposal for Brandywine School District-

- Price Adjustment for Brandywine Community School at Darley Road – Dean Stotler made the motion to table the vote until next meeting; Doyle Dobbins seconded. Motion carried. The Commission would like noted for the record that this request is a modification to an existing set-aside to expand services. The first vote for the Community School at Darley Road to be a set-aside site was September 2015 and the second vote was October 2015.
- Request new set-aside for St. Helena's Brandywine Community School- Dean Stotler made the motion for the first vote be taken for St. Helena's to be a set-aside site; Doyle Dobbins seconded. Motion carried. A.N.D. shall provide a cost per square foot comparison prior to the second vote scheduled for the September 17, 2019 meeting.

Report of the Chair:

The Chair did not have an additional report.

Report of the Sub-Committees:

- **Regulations Sub-Committee:** No report.
- **Central Non-Profit Agencies Subcommittee:**
Dean Stotler, Chair, reported that the application period opens September 1, 2019. Those with an expressed interest can reach out to Government Support Services through their website (<https://gss.omb.delaware.gov>).

Report-Ability Network of Delaware (A.N.D.)

- Thomas Cook reported on the changes that will be implemented on reporting decreases for janitorial cleaning space and on the enhancement of security procedures.
- A.N.D is placing an addendum to their contracts on the use of job coaches, security background checks and the specific requirements for janitorial cleaning. A.N.D will require a signoff process to acknowledge the agreement.
- Regarding concerns of janitorial cleaning space being accurate, A.N.D. has implemented procedures for reporting changes in cleaning space. To assure accuracy of pricing square footage, the use of lasers and rollers are being utilized. The re-measuring process has begun starting with the Carvel Building. Natalia Magruder continues to work with Facilities Management, administrators and owners of buildings in addressing any issues.
- There is a new process at the Kent County Courthouse regarding enhanced security screening. This is causing restrictions on janitorial employees, as they are unable to enter or reenter the building after 4:20 PM. A.N.D. continues discussions in order to rectify the situation.
- Mickey Kelley continues to do business development outreach and reported on items he has been working on which include State Police Troop 7, Troop 2 Floor Care, and Delaware Childrens Department expanding to Churchmans Road (occupancy 10/1/19).
- A.N.D. attended a National Conference that highlighted a one-year janitorial apprenticeship; A.N.D. is considering developing a training program for certification.
- 2019 Commission's Annual Report to the Governor- Thomas Cook (A.N.D.) and Cynthia Fairwell (DOL/VR) will work in collaboration to prepare the 2019 Annual Report.

Public Comment: None

Adjournment:

Dean Stotler made motion to adjourn; Jamie Johnstone seconded.

Meeting adjourned at 2:50 PM by Clint Walker, Chair.

Next meeting date is Tuesday, September 17, 2019 at the Division for the Visually Impaired
1901 N. DuPont Highway, Biggs Bldg., Conference Room, New Castle, DE 19720

Respectfully submitted,

Michele Hamilton

Administrative Specialist III

Division for the Visually Impaired